Rec - 4-1

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RETURN TO

RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR: Director of Logistics
                Director of Security
                Director of Personnel
                Director of Training   24 JAN 1956
                Comptroller
                Chief, Medical Staff

ATTENTION: Reports Management Officer

SUBJECT: Intra-Office Reports

    1. Reports management programs for the three major head-
quarters components are rapidly taking shape. We visualize
that these programs will be integrated by similar operating
policies and procedures and by common objectives into an effect-
ive headquarters-wide program. However, the degree of effect-
iveness will depend considerably upon the support given to the
program by top Agency officials.

    2. This support can be gained initially by publicizing
the cost of reports in manpower and materials. My staff is
therefore compiling an estimate of this cost in headquarters.
To complete this estimate we need the following information
which should be readily available from your inventory of re-
ports:

        a. The number of requirements for reports submitted
    within your Office between divisions and staffs. Consider
    one type of report as a single requirement, regardless of
    the number of components that prepare the report, or the
    number of times yearly that the report is submitted.

        b. The number of man hours expended annually on these
    intra-office reports. Include man hours required at all
    levels to maintain records, collect data, prepare feeder
    reports, and compile the final report.

    3. I would appreciate receiving this information by about
31 January 1956.

                                    Chief, Records Management Staff
                                          Management Staff

Distribution:
1 - Each addressee
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Mgt S/RMS _____ 18/56)

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